

1 / DEC 1970

MEMORANDUM FOR THE RECORD

SUBJECT : Improving Federal Reporting and Reducing Related Paperwork: Reports Inventory Status Summary

REFERENCE: Memo fr DD/S to Directors of DD/S Components dtd 28 Aug 1970, Subject: Improving Federal Reporting and Reducing Related Paperwork

1. This memorandum summarizes action to date on the DD/S contribution to the OMB directed study on improving federal reporting and reducing related paperwork.

2. A Support Directorate task force was established as directed by the referent memorandum. The members of this group were:

Office of Communications	-
Office of Finance	-
Office of Logistics	-
Office of Medical Services	-
Office of Personnel	-
Office of Security	-
Office of Training	-

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3. The DD/S reports inventory was begun with the development of an inventory form, copies of which were distributed to the component task force representatives along with printed instructions for the completion of the forms. Guidance was also issued to task force members in the form of an extract from a Handbook on Reports Management drafted by the National Archives and Records Service, GSA. In addition, three Support Directorate Task Force meetings were held on 8, 15, and 25 September respectively to discuss the reports inventory, distribute guidelines, and hear reports of progress. The basic guidelines established were that the DD/S functional offices would include in their inventories all administrative/management reports prepared by them, or by other

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Agency components in response to requirements levied by a particular DD/S functional office. Report costs were divided as to whether manually or computer prepared, with manually prepared input included in computer report costs. In general, the costing criteria for manually produced reports were man hours charged against estimated grade levels. Production costs for computer reports were included by the reporting component based on costs per page and frequency of issue. Reporting components were also asked to identify computer report input costs for in-house (non-OCS) input preparation (i.e. coding, paper tape production, and punch card production). In those instances where OCS was preparing input for DD/S functional offices, the costs were calculated on the basis of punch card input production. These costs totaling \$125,400 were added in lump sum to the respective DD/S functional component because of difficulty in isolating individual report costs from a data base serving the complete system.

4. The results of the DD/S reports inventory reported to OPPB were as follows:

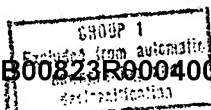
	Number	Cost
Manual Reports :	785	\$ 991,748.85
Computer Reports:	899	\$ 801,850.51
TOTAL	1,684	\$1,793,599.36

Attachment "A" contains a statistical summary by DD/S functional offices. No estimated savings goals for 1971 were submitted to OPPB because of an agreement whereby OPPB would establish an overall percentage Agency goal. Each Directorate, in turn, was to apply this factor to reports identified as being prepared internally to serve intra-CIA requirements. Establishing savings goals on reports identified from requirements levied outside CIA were to be excluded. The Agency cost saving factor established by OPPB was 7.5%. The internal DD/S reports against which this factor is to be charged numbered 1,594 with an overall cost of \$1,636,462.51. The DD/S cost saving goal for 1971 as established by the OPPB formula was rounded off to \$125,000.

5. Bureau of the Budget Circular A-44 (Revised), and the transmittal memorandum to Heads of the Departments and Agencies on the subject of Improving Federal Reporting and Reducing Related Paperwork require that reports management be included as part of the Agency's annual management improvement report to the Office of Management and

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Budget. If the Agency is to comply fully with the OMB Directive it means we will have to establish a formal Agency-wide reports management program. (The inventory we have recently completed is only the first step.) It would appear that OPPB should assume Agency responsibility for this program but they have not as yet issued specific guidelines as to the scope of an Agency-wide reports management program. The only OPPB issuances on this subject have been the three memorandums (see Attachment B). Based on informal unilateral discussions between the Support Services Staff and Messrs. [REDACTED]

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[REDACTED] we have the impression that OPPB does not intend to take a leading role in developing an Agency-wide program and that OPPB intends to leave it up to each Directorate to develop their own approaches in responding to the OMB program required by Circular A-44 and the transmittal memorandum of instructions.

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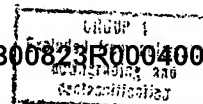
6. The lack of a centralized Agency reports management program at the DCI (or OPPB level) will obviously complicate a coordinated Agency effort to control and reduce administrative/management reporting systems. [REDACTED] memorandum of 12 November asked that the Support Directorate assume the responsibility for assessing the value and need for regulatory and other centrally prepared management information reports produced or required by offices of the Support Directorate and Management Support Division of OCS. A sizeable portion of these reports is produced in response to requirements levied by components throughout the Agency. The other Directorates have been asked to cooperate with us in our efforts to evaluate the importance of these reports. We do not yet have clear guidelines on who is to justify, validate, and certify the continued need for reports the DD/S components are preparing for other Agency components.

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7. Members of the Support Services Staff are now in the process of analyzing the data contained in the reports inventories submitted by the DD/S functional offices in order to:

- a. Identify gaps and inconsistencies in what was included or excluded from the office reports inventories.
- b. Assess the accuracy and completeness of the inventories.

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- c. Establish categories of reporting requirements in order that we may issue instructions on who is to justify, validate, and certify continuing need for reports identified in the inventories.
- d. Develop plans and procedures for administering a unilateral DD/S reports management program wherein SSS would supply staff guidance and assistance to the DD/S functional offices in developing their own reports control procedures..
- e. Prepare a coordinated DD/S position for dealing with other Agency components in reviewing and validating Agency-wide administrative/management reports prepared by the DD/S functional offices.

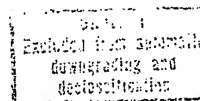
8. We shall continue to meet with the Support Directorate Reports Task Force and provide them guidance to meet the suspense date established by OPPB which calls for an interim report of progress by 1 April 1971. We also intend to use the Support Directorate Reports Task Force as a mechanism to mount the DD/S reports management program.



Chief, Support Services Staff

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DD/S  
REPORTS INVENTORY

TAB A

FUNCTIONAL OFFICE	REPORTS			COST		
	MANUAL	COMPUTER	TOTAL	MANUAL	COMPUTER	TOTAL
COMMUNICATIONS	61	16	77	138,790.65	*110,223.93	249,014.58
PERSONNEL	151	654	805	87,595.39	*209,933.97	297,529.36
SUPPORT SERVICES STAFF	16	10	26	31,308.62	8,481.29	39,789.91
MEDICAL SERVICES	23	4	27	12,787.70	2,944.00	15,731.70
TRAINING	152	29	181	114,644.00	* 16,269.00	130,913.00
SECURITY	79	49	128	87,528.18	79,651.80	167,179.98
LOGISTICS	145	96	241	118,907.31	*214,976.36	333,883.67
FINANCE	158	41	199	400,187.00	*159,370.16	559,557.16
TOTALS	785	899	1,684	991,748.85	801,850.51	1,793,599.36

\*Includes OCS in-put preparation (i.e. punch card production done by OCS for the DD/S functional offices where these costs have been identified by OCS/MSD) as follows: Communications - \$5,245.63; Personnel - \$2,750.00; Training - \$1,000.00; Logistics - \$5,381.00; and Finance - \$111,000.00; for aggregate add-on cost of \$125,376.63.

29 March 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Reports Cost Reduction

1. All components of the Support Directorate except the Office of Personnel, report having achieved their projected goal. In brief, they are as follows:

	<u>Goal</u>	<u>Savings</u>
OC	18,000.	18,148.90
OF	41,000.	44,536.27
OL	24,000.	26,700.
OMS	700.	1,936.
OP	22,000.	<u>9,200.</u>
OS	8,000.	10,811.70
OTR	9,000.	9,050.
SSS	2,718.	3,346.
Totals	\$125,418.	\$123,728.87

2. The attachment (A) provides a more precise breakdown for each of the Offices, including a brief explanation of how the savings were derived.



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Attachments  
As stated

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